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Interim Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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January 20, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

11 January 20, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2014-2015 SUPPLEMENTAL BUDGET AND CLASSIFICATION STUDY RECOMMENDATIONS (ALL SUPERVISORIAL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the County Classification Plan and departmental staffing provisions by deleting a classification, by implementing classification actions countywide in conjunction with the Fiscal Year (FY) 2014-2015 Supplemental Budget as recommended by the Chief Executive Office, and by reclassifying positions in a County department.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to delete one (1) non-represented classification, to update the departmental staffing provisions to reflect positions allocated, deleted and transferred in the FY 2014-2015 Supplemental Budget, and to implement the results of Ambulatory Care Network Study in the Department of Health Services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The majority of actions recommended in this letter are budget related, and were approved - in concept - by the Board of Supervisors (Board) as part of the FY 2014-2015 Supplemental Budget on September 30, 2014. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate classification and level of new positions. This letter implements these specific changes to the departmental staffing provisions.

The Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2014-2015 Supplemental Budget, delete positions no longer needed, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

The Board has also requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Deleted Classification

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one (1) non-represented classification (Attachment A). This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Reclassifications – Ambulatory Care Network

In conjunction with the department's proposed Nursing Staffing Plan and upon individual nurse management and supervisory level position studies, we recommend the reclassification of 17 positions in the new Ambulatory Care Network within the Department of Health Services (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions will be more appropriately classified in the recommended classes.

Technical Adjustments and Corrections

In addition to classification actions directly related to the FY 2014-2015 approved budget, other technical and routine adjustments and corrections are being made to the staffing provisions of various County departments to reflect earlier Board-approved budget and classification actions. These adjustments include adjusting entries from previous classification actions such as classification studies, reorganizations, and mid-year allocations.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures

and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The cost of and financing for the new positions allocated in the budget have been included in the FY 2014-2015 Supplemental Budget. The projected annual cost savings for the 17 budgeted positions that will be reclassified is estimated to total \$349,995 and there is no Net County cost. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

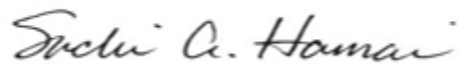
Your approval of these recommendations will enable departments to affect personnel actions associated with the recently approved budget for FY 2014-2015 and various classification studies. Ultimately, this will enhance the quality of services provided to the public and the operational effectiveness of the departments.

The Honorable Board of Supervisors

1/20/2015

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Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:RM:PAC

AE:AB:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Affected Departments

ATTACHMENT A

**NON-REPRESENTED CLASSIFICATION
RECOMMENDED FOR DELETION**

Item No.	Title
0021	Deputy Director, Agricultural Commissioner/Weights and Measures

**RECOMMENDED RECLASSIFICATIONS FOR
AMBULATORY CARE NETWORK**

DEPARTMENT OF HEALTH SERVICES

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
LAC+USC Healthcare Network	4	Nurse Manager Item No. 5286A N41 RN16 Non-Represented	4	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented
	1	Nursing Director, Administration Item No. 5296A N23 S14 Non-Represented	1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented
	1	Supervising Clinic Nurse II Item No. 5330A N21 RN08 Represented	1	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented
	1	Supervising Staff Nurse I Item No. 5338A N21 RN06 Represented	1	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented
MetroCare Network	1	Chief Nursing Officer I Item No. 5304A N23 S15 Non-Represented	1	Clinical Nursing Director II Item No. 5299A N23 S15 Non-Represented
	1	Clinical Nursing Director II Item No. 5299A N23 S15 Non-Represented	1	Clinical Nursing Director I Item No. 5298A N23 S13 Non-Represented
	2	Nurse Manager Item No. 5286A N41 RN16 Non-Represented	2	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented

ATTACHMENT B

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
MetroCare Network (Cont'd)	1	Supervising Clinic Nurse II Item No. 5330A N21 RN08 Represented	1	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented
ValleyCare Network	2	Clinical Nursing Director II Item No. 5299A N23 S15 Non-Represented	2	Clinical Nursing Director I Item No. 5298A N23 S13 Non-Represented
	1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented	1	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented
	2	Supervising Clinic Nurse II Item No. 5330A N21 RN08 Represented	2	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented
Total	17			

2490A 1 ~~COMPUTER SYSTEM OPERATOR~~

2595A 1 ~~INFORMATION SYSTEMS SUPERVISOR-I~~

SECTION 76. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[FY14-15SUPPBUDGABCEO]